

# Town of Carlisle

MASSACHUSETTS 01741

Office of  
*PLANNING BOARD*

P.O. BOX 827  
CARLISLE, MA 01741  
(978) 369-9702

MINUTES  
November 25, 2002

**FY04 Budget**

**Meeting Schedule**

**Draft Personnel Policies Handbook**

**Continued Public Hearing: Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant**

**Contract for Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities CTPC Course**

**Discussion of Town's intention to meet requirements of Executive Order #418 to prepare Master Plan (Scope of Work due 12/31/02)**

**Special Permit Project Review Fees**

**Request to Town Counsel for opinion concerning methods of guaranteeing performance of approved special permit plans**

**Appointment of Alternate member to Community Preservation Committee**

**Board of Appeals notice of hearing for Special Permit, 1756 Monument Street, Concord**

**Request for additional extension of time to complete Pine Meadow Subdivision (Davis Road, Map 13, Lots 76-1 through 76-15) [Request of William Costello]**

Chair Kate Reid called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members Michael Abend, David Freedman, Louise Hara (Vice Chair/Clerk), Dan Holzman, Tom Lane (Treasurer) and Phyllis Zinicola were present. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present.

The Board reviewed the minutes of 10/28/02. Abend moved to accept the minutes of October 28, 2002 as drafted. Lane seconded the motion and it carried 7-0. The Board also reviewed the minutes of 11/7/02 and Freedman corrected one typographical error. Abend moved and Lane seconded a motion to accept the minutes of November 7, 2002 as amended. The motion carried 6-0-1 with Hara abstaining.

**FY04 Budget**

Lane noted that although FinCom's budget schedule states that budgets must be submitted by December 27, 2002, their memo to Town Departments explains that budget materials should be submitted to the FinCom at least five days prior to the Board's hearing with FinCom. The Planning Board is scheduled for a hearing before the FinCom on January 29, 2003, and can finalize its budget materials at the January 13<sup>th</sup> meeting.

Hara noted that the Board may need funds in addition to the \$30,000 grant obtained under EO418 if it moves forward with updating the master plan or housing plan.

**Meeting Schedule**

The Board agreed that with the exception of December 2002, they will meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month through March 2003. Dates are as follows: December 9<sup>th</sup>, January 13<sup>th</sup> and 27<sup>th</sup>, February 10<sup>th</sup> and 24<sup>th</sup>, March 10<sup>th</sup> and 24<sup>th</sup>.

**Draft Personnel Policies Handbook**

Mansfield explained that the Proposed Personnel Policies dated August 14, 2002 were released and distributed to Town departments last week and comments are requested by early January. Lane noted that previous comments and suggestions

forwarded to the Town Administrator from Mansfield on 10/16/01 and Lane on 11/19/01 were not incorporated into the document. Board members noted that they had discussed the earlier draft of this document at length and already forwarded comments and suggestions. The new draft appears to be unchanged.

The Board directed the PA to draft a memo to the Personnel Board requesting time on their next agenda and noting that previous suggestions were not incorporated. Reid agreed to review the memo and to attend the meeting.

**Continued Public Hearing: Common Driveway Special Permit, 138 East Street, Map 22, Parcels 62B & 63D, Theodore Treibick, applicant**

The Board received a letter from the applicant dated 11/21/02, requesting that no testimony be taken at tonight's meeting and to continue the public hearing to December 9, 2002. Mansfield explained that Treibick expects legal documents to be signed this week so that the public hearing may move forward at the next meeting. Abend stated that he might be unable to attend the next meeting, in which case only five PB members would be eligible to vote on this special permit. Hara moved and Abend seconded a motion to continue the public hearing to December 9, 2002 at 7:45 p.m. The motion carried 7-0.

**Contract for Consultant Services to identify and evaluate potential sites for Wireless Communication Facilities**

Marilyn Saunders of 108 Canterbury Court and Patricia Stimpson of 94 Canterbury Court were present.

Mansfield explained that the boilerplate contract was sent to David Maxson of Broadcast Signal Lab last week and he returned it with only a minor change in the insurance amount required. The maximum payment amount is \$13,800 and payments are expected monthly. Freedman noted that the RFP asked for a review of sites vis a vis setback requirements according to Carlisle's bylaw, yet this is not mentioned in the contract. Mansfield explained that Town Counsel has recommended removing this section.

Marilyn Saunders asked if the PB is giving the consultant direction as to which part of Town should be studied first. She thought that given current litigation of the Bedford Road site, perhaps the study should begin there. The Board explained that the consultant will study the entire Town and no portion of the study will be complete until the entire study is complete.

Patricia Stimpson asked if the purposes of the study were clearly stated for the consultant. The Board assured her that they were stated in both the Request for Proposals and the contract. Reid read the statement of purpose to the attendees. Stimpson stated that she would like to see the Town limit wireless sites. Abend explained that the study will help determine what is best for Carlisle.

Mansfield noted that the study will take three to four months to complete and the consultant will provide interim reports to the PB during that time.

Abend moved to approve the contract as presented to the Board. Freedman seconded the motion and it carried 7-0. Hara agreed to tour Carlisle with the consultant to familiarize him with the Town.

**CTPC Course and Discussion of Town's intention to meet requirements of Executive Order #418 to prepare Master Plan (Scope of Work due 12/31/02)**

Hara and Friedman reported on a seminar they attended on 11/13/02 entitled "Making Plans that Work" presented by Phil Herr. Hara summarized the seminar by explaining that a plan is not a document, but rather an on-going process. Herr also noted that in order for a master plan to be useful, it must be concise so that the entire community can read it and participate. Other documents may be used to support the master plan.

Hara explained that EO418 funds may be used for master planning, such as hiring a facilitator. Mansfield explained that he has not received a response from MAPC or the State regarding equivalency plans submitted for EO418. He also noted that a "scope of work" plan is due by December 31<sup>st</sup>. Practically speaking, however, the "scope of work" should be submitted to MAPC by December 15<sup>th</sup>, before the holidays. Freedman, Hara, Lane and Reid agreed to meet on Sunday December 1<sup>st</sup> at 3:00 p.m. at Reid's home to work on defining a scope. They asked the PA to find out about the status of the equivalency plans and to provide them with sample scopes from other communities.

### **Special Permit Project Review Fees**

Freedman suggested that the Board act on a 10/11/02 memo prepared by Stam, requesting an increase in project review fees for conservation clusters and common driveways. After some discussion, Freedman moved to require an initial project review deposit of \$10,000 per conservation cluster or common driveway special permit application and \$15,000 maximum if combined with another special permit or subdivision application. Abend seconded the motion and it carried 7-0.

### **Request to Town Counsel for opinion concerning methods of guaranteeing performance of approved special permit plans**

In response to a question from the PB, Town Counsel advised the Board that the Building Inspector may withhold occupancy permits in order to guarantee performance. The Board may also rescind approval of the special permit if necessary.

Mansfield explained that the Building Inspector has asked for direction regarding the temporary occupancy permits on High Woods Lane. The Board asked that temporary permits not be renewed. They also asked that those with temporary occupancy permits be notified of potential eviction if the driveway is not completed when their permit expires. The Board also agreed to proceed with rescission of the special permit if the driveway is not completed.

Abend moved to direct the PA to enforce the conditions of the High Woods Common Driveway special permit decision and to draft a letter notifying the Building Inspector that the Planning Board intends to rescind the High Woods Common Driveway special permit, and that temporary occupancy permits should not be granted or extended. Hara seconded the motion and it carried 7-0.

### **Appointment of Alternate member to Community Preservation Committee**

Zinicola agreed to be an alternate to the CPC if Reid is unable to attend a meeting. Freedman also offered to be the liaison to the Recreation Commission as needed. Abend moved and Hara seconded a motion to appoint Zinicola as an alternate member of the Community Preservation Committee and Freedman as liaison to the Recreation Committee. The motion carried 7-0.

### **Board of Appeals notice of hearing for Special Permit, 1756 Monument Street, Concord**

The staff was asked to forward notes and minutes of the PB's discussion concerning this ANR application to the Board of Appeals.

### **Request for additional extension of time to complete Pine Meadow Subdivision (Davis Road, Map 13, Lots 76-1 through 76-15) [Request of William Costello]**

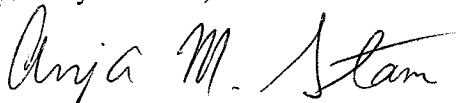
Because Abend is an abutter to this property, he recused himself from this discussion and left the meeting.

The Board received a November 13, 2002 letter from Costello, requesting an extension of time to complete the subdivision to June 15, 2003. In his letter, Costello noted that the regrading of the shoulder could not be done in time to plant grass seed this fall, but will be done as soon as weather permits in the spring.

Freedman moved to extend the completion date with the understanding that the developer will make every effort to have the subdivision completed by June 15, 2003. The motion carried 6-0. Reid suggested that the extension be mailed to the developer with a cover memo explaining all the items that must be addressed prior to completion.

At 10:03 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,



Anja M. Stam  
Administrative Assistant